

May 22, 2003

**MEMORANDUM**

**TO:** Chief Financial Officers

**FROM:** Michael J. Moody, Director  
Office of Financial Management

**SUBJECT:** Financial Management System Development or Enhancement Requests

I am writing to notify you of new procedures now being followed by the Office of Financial Management (OFM) in reviewing and approving financial management system development or enhancement requests.

Effective immediately, any financial management system development or enhancement project involving disbursements, receipts, payroll-related activities, interfaces to or from MAIN FACS or procurement activities resulting in accounting transactions are subject to OFM review and approval. Procedures and forms for requesting financial management system development or enhancement requests are attached and are available from the OFM website at [www.michigan.gov/budget](http://www.michigan.gov/budget) under Financial Management.

At each CFO Council meeting, we will discuss the requests submitted and ask for input from you and your staff. First priority will be given to projects that generate cost savings to the state and those that are needed to meet legal and regulatory requirements. Other criteria for project approval include accounting integrity, collective benefit to the state, financial risk and impact to the state, and processing and reporting improvements.

If your department previously submitted a system or enhancement request that was not addressed, please submit a new request following these procedures. We do not have a way to validate the requests previously maintained under the Priority Application Workload System (PAWS) or identify the agency that submitted some requests. Therefore, we are beginning with new requests for enhancements and development that meet established criteria and have CFO input and approval.

OFM will coordinate system development or enhancements with the Department of Information Technology. We will issue formal service requests documenting the business need and justification for the project. In addition, formal project charters will be signed to ensure that project objectives and scope are clearly understood.

Chief Financial Officers

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Questions regarding this memorandum or the attached procedure should be referred to Laura Mester at (517) 373-0447 or your OFM agency liaison accountant.

cc: N. Duncan  
T. Douglass  
R. Mealy  
L. Mester  
S. Stier  
Chief Accountants

Purchasing Officers  
Administrative Officers  
Internal Auditors  
Human Resource Offices  
FCD Liaison Section

# Requests for Financial Management & Reporting System Development or Enhancements

## POLICY/PURPOSE

This policy provides a process to document requests for system development or enhancements. This procedure will be used by the Office of Financial Management to prioritize financial management system development and enhancements.

## DEFINITION

Financial Management & Reporting system development or enhancements include projects relating to disbursements, receipts, payroll-related activities, interfaces to or from MAIN FACS or procurement activities resulting in accounting transactions.

## PROCEDURES

The Request for Financial Management & Reporting System Development or Enhancements Form (A-2213) is divided into two sections. The requesting agency is responsible for completing Part I of the form, which must be signed by the agency's Chief Financial Officer (CFO). The Office of Financial Management is responsible for completing Part II of the form.

Projects will be evaluated based on several factors including legal and regulatory requirements, cost savings to the state, accounting integrity, collective benefit to the state, financial risk and impact to the state, and processing and reporting improvements. OFM and the agency chief financial officers will periodically review the statewide priorities to ensure that statewide needs are met and resources assigned.

## Part I – Agency

### Step Procedure

1. Enter "X" in the appropriate box to ADD or CHANGE.
2. Enter the DATE OF REQUEST.
3. Enter REQUESTER'S NAME (Last, First, and Middle Initial).
4. Enter REQUESTER'S DEPARTMENT.
5. Enter REQUESTER'S PHONE NUMBER.
6. Enter the BUSINESS NEEDS AND BENEFITS for the enhancements. If necessary, attach any screen prints or other documentation.
7. Enter HOW THE NEED IS CURRENTLY BEING SATISFIED.
8. Enter AGENCIES AFFECTED by the enhancements.
9. Enter the ALTERNATIVES explored prior to request.
10. If applicable, enter any HELP DESK SUGGESTIONS.
11. If applicable, enter any HELP DESK TICKET #.
12. The CHIEF FINANCIAL OFFICER must SIGN AND DATE the request.
13. The Chief Financial Officer should enter their PHONE NUMBER.
14. Forward the request to Office of Financial Management, 7th Floor, Romney Building.

## **Part II – Office of Financial Management**

### **Step Procedure**

1. Enter the LOG NUMBER
2. Enter the DATE REQUEST RECEIVED.
3. Enter “X” in the appropriate box to APPROVE or REJECT the request.
4. Enter “X” in the appropriate PRIORITY box.
5. Enter the RATIONALE FOR APPROVAL OR REJECTION.
6. Office of Financial Management should SIGN AND DATE the request.

OFFICE OF THE STATE BUDGET  
OFFICE OF FINANCIAL MANAGEMENT  
**REQUEST FOR FINANCIAL MANAGEMENT & REPORTING  
SYSTEM DEVELOPMENT OR ENHANCEMENTS**

Effective immediately, any financial management system development or enhancement project involving disbursements, receipts, payroll-related activities, interfaces to or from MAIN FACS or procurement activities resulting in accounting transactions are subject to Office of Financial Management (OFM) review and approval. OFM will prioritize financial management system development and enhancements.

At each CFO Council meeting, the submitted requests will be discussed and input will be sought. First priority will be given to projects that generate cost savings to the state and those that are needed to meet legal and regulatory requirements. Other criteria for project approval include accounting integrity, collective benefit to the state, financial risk and impact to the state, and processing and reporting improvements.

If a department previously submitted a system or enhancement request that was not addressed, a new request following these procedures must be resubmitted. There is no way to validate the requests previously maintained under the Priority Application Workload System (PAWS) or identify the agency that submitted some requests. Therefore, only new requests for enhancements and development that meet established criteria and have CFO input and approval will be considered.

OFM will coordinate system development or enhancements with the Department of Information Technology. OFM will issue formal service requests documenting the business need and justification for the project. In addition, formal project charters will be signed to ensure that project objectives and scope are clearly understood.

**PART I - AGENCY**

1. REQUEST TYPE <input type="checkbox"/> Add <input type="checkbox"/> Change	2. DATE OF REQUEST	
3. REQUESTER'S NAME (Last, First, Middle Initial)	4. REQUESTER'S DEPARTMENT	5. REQUESTER'S PHONE NUMBER
6. IDENTIFY THE BUSINESS NEEDS AND BENEFITS FOR THE DEVELOPMENT OR ENHANCEMENTS (If necessary, attach any screen prints or other documentation.)		
7. DOCUMENT HOW THE NEED IS CURRENTLY BEING SATISFIED		
8. AGENCIES AFFECTED by the enhancements		
9. ALTERNATIVE SOLUTIONS explored prior to request.		
10. HELP DESK SUGGESTIONS	11. HELP DESK TICKET #(s)	
12. CHIEF FINANCIAL OFFICER S (CFO'S) SIGNATURE (REQUIRED)	DATE	13. CFO's PHONE NUMBER

**Forward the completed request to:**

Office of Financial Management, 7th Floor, Romney Bldg., Lansing, MI

**PART II - OFFICE OF FINANCIAL MANAGEMENT (OFM)**

1. LOG NUMBER	2. DATE REQUEST RECEIVED	3. <input type="checkbox"/> Approve <input type="checkbox"/> Reject
4. PRIORITY <input type="checkbox"/> Very High <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
5. RATIONALE FOR APPROVAL OR REJECTION		
6. OFFICE OF FINANCIAL MANAGEMENT SIGNATURE		DATE